



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
2511 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3926

IMAH-HRD-C

**JUL 27 2006**

MEMORANDUM FOR All US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #41,  
Waive up to 30 Days of Required 3-Year Service Requirement, Veterans Employment  
Opportunities Act (VEOA) Appointment


1. REFERENCE. Memorandum, ASA (M&RA), November 14, 2000, subject:  
Delegation of Authority to Waive 30 Days of the 3-year Minimum Service Requirement  
under the Amendments to the Veterans Employment Opportunities Act (VEOA) of 1998.
2. PURPOSE. To supplement Department of the Army policy, and to provide the  
Installation Management Agency (IMA) processing procedures for requesting the waiver  
of up to 30 days of the 3-year minimum service requirement under the amendments to  
the Veterans Employment Opportunity Act of 1998.
3. APPLICABILITY. These procedures are applicable to all appropriated fund civilian  
employees assigned to IMA. This memorandum supersedes IMA policy memorandum  
#41, November 12, 2004.
4. POLICY. Amendments to the Veterans Equal Opportunity Act of 1998 allows the  
U.S. Office of Personnel Management (OPM) to permit the waiver of a portion of the 3-  
year minimum service requirement. The OPM has redelegated this authority to all  
Federal agencies. The Administrative Assistant to the Secretary of the Army retains the  
authority to approve a waiver, up to 30 days, of the 3-year minimum service requirement  
for IMA positions.
5. PROCEDURES.
  - a. The Director, Installation Management Agency will seek approval of appropriate  
cases from the Administrative Assistant to the Secretary of the Army.
  - b. Region Directors will review, provide their recommendation, and forward  
meritorious requests to the Director, Installation Management Agency.
  - c. Garrison Commanders prepare and forward requests for waiver through the  
Region Director to Director, Installation Management Agency, ATTN: IMAH-HRD.

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d. Plan for 1 week processing time each in HQIMA and in Administrative Assistant  
to the Secretary of the Army.

6. PROPONENT. The Human Resources Division is the proponent for this Policy.  
POC is the Chief, Human Resources Division, Staffing Policy, phone commercial (703)  
602-3320 or DSN 332-3320, or the Nonappropriated Fund Section at commercial (703)  
602-7438, DSN 3327438.



JOHN A. MACDONALD  
Brigadier General, USA  
Director